



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL.

POSITION: LEGAL SECRETARY

1 POSITION

DIVISION: ENFORCEMENT

SALARY: Legal Secretary
Range A \$2839 - \$3450
Range B \$2981 - \$3623

FINAL FILING DATE: JULY 31, 2006 OR UNTIL FILLED

Duties and Responsibilities:

This position performs a variety of secretarial duties to support the daily activities of the Enforcement Division, including, preparing legal documents for civil and administrative proceedings; directing the filing and service of legal documents; setting hearing dates and scheduling court stenographers; maintaining a litigation calendar; typing legal documents, case notes, correspondence, and investigative reports; processing mail; setting up and maintaining case files; routinely maintaining a manual filing system for pleadings, correspondence, investigative reports and evidence; preparing closed files for offsite storage; and miscellaneous duties as required.

Desirable Qualifications:

Knowledge of basic legal concepts, terminology, principles, and procedures; familiarity with Microsoft Word and Microsoft Excel; good skills in punctuation, grammar, and spelling; ability to organize, work with minimal supervision, and set workload priorities; dependability, good judgment, initiative, and ability to work well under pressure; an ability to adapt to a changing workload; and an ability to communicate and interact well with the public and fellow employees.

Who May Apply:

The applicant must be reachable on a current employment list, be a current or former state employee with eligibility for this classification, or have Surplus/SROA eligibility. All applicants must clearly indicate their basis for eligibility on the state application. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Where to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission
Legal Secretary - Enforcement Position
428 J Street, Suite 620
Sacramento, CA 95814-2329

Contact: Gail Ziese, (916) 327-8692

6/16/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.